

### **HCPA Coordination Group Operating Procedures**

(approved by Coordination Group on 5/17/02; approved by EGC on 5/18/02)

- a) Coordination Group provides recommendations to EGC.
- b) Member agencies provide staff support.
- c) Member agencies shall keep a written record of the outcomes of Coordination Group meetings. Draft meeting records will be reviewed by the Coordination Group at the subsequent meeting. Audio recordings of Coordination Group meetings shall be taken and retained. (In the event that available technology fails to successfully record voices, this item shall be revisited)
- d) Consensus-based recommendations are the goal. If after an extensive effort to develop a consensus recommendation the group is still not in agreement, irreconcilable viewpoints will be reported to the EGC.
- e) Coordination Group participants should respect the right of other participants to present their point of view.
- f) All Coordination Group meetings will be open to the public and will include public comment.
- g) Coordination Group members should regularly report back to their constituencies on the East County HCP.
- h) Documents prepared by staff for discussion at a Coordination Group meeting shall be available at least 96 hours in advance of the meeting.